

# Memo



**Date:** June 15, 2011  
**File:** 0120-02  
**To:** City Manager  
**From:** Director, Community & Media Relations  
**Subject:** Flag Policy

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**Recommendation:**

THAT Council receives, for consideration, the Report from the Director, Community & Media Relations dated June 15, 2011 with respect to implementing two new Council Policies;

AND THAT Council adopts Council Policy No. 361, being Flag Policy;

AND FURTHER THAT Council adopts Council Policy No. 362, being Flag Guidelines.

**Purpose:**

The purpose of the policy is to ensure that all flags at City Hall and other City operated municipal facilities are flown and displayed in a consistent manner.

**Background:**

The City has several City-operated facilities where municipal, provincial and federal flags are flown. The attached policy will ensure that all flags at City Hall and other City operated facilities are flown and displayed in a consistent manner and provide guidelines to consider when and where to half-mast flags and fly community flags.

The City of Kelowna refers to the Government of British Columbia Office of Protocol to provide advice on matters of protocol including the flying of flags. Specific elements of the attached policy were taken from the Government of Canada's Rules for Flying the Flag.

The above policy and guidelines provide a balanced approach to flag protocol that can be managed with existing resources.

**Internal Circulation:**

**Considerations not applicable to this report:**

**Legal/Statutory Authority:**

**Legal/Statutory Procedural Requirements:**

**Existing Policy:**

**Financial/Budgetary Considerations:**

A handwritten signature in black ink, appearing to be a stylized 'A' or similar character.

Personnel Implications:  
External Agency/Public Comments:  
Community & Media Relations Comments:

Submitted by:

*Carla Stephens*

C. Stephens, Director of Community & Media Relations

Approved for inclusion



Paul Macklem, General Manager Corporate Sustainability

cc:

Jeff Carlisle, Fire Chief  
Doug Gilchrist, Director of Real Estate & Building Services  
Sam Samaddar, Airport Director  
Joe Creron, Director of Civic Operations  
Ian Wilson, Parks Manager  
Jim Gabriel, Director of Recreation & Cultural Services





City of Kelowna  
1435 Water Street  
Kelowna, BC V1Y 1J4  
250 469-8500  
kelowna.ca

# Council Policy

Flag Policy

APPROVED @

RESOLUTION:  
REPLACING: NA  
DATE OF LAST REVIEW:

## A. PURPOSE

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The purpose of the policy is to ensure that all flags at City Hall and other City of Kelowna operated municipal properties and buildings are flown and displayed in a consistent and appropriate manner.

## B. POLICY

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The jurisdiction of flags in the City of Kelowna falls under the directive of the Mayor's Office, acting through the City Manager and the Director of Communications.

Flag raising/lowering ceremonies are considered for civic events only.

## C. FLAGS FLOWN PERMANENTLY OUTSIDE CITY HALL

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There is one flag pole on the far right corner of City Hall property (when facing City Hall). The City of Kelowna permanently displays the Canadian flag on this pole at a higher level than those flags flying on the City Hall roof. The Canadian flag is six feet by 12 feet.

There are two flag poles on the roof of City Hall. The pole on the left when facing City Hall permanently flies the provincial flag. The provincial flag is three feet by six feet.

The City of Kelowna permanently flies the City of Kelowna flag on the pole to the right when facing City Hall. The City of Kelowna flag is three feet by six feet. This pole is also recognized as the City's courtesy pole for use in civic or community purposes.

All flags at City Hall and other City-operated municipal facilities are flown throughout the day and evening. The City of Kelowna will not conduct flag raisings for community groups at City Hall or engage in any promotions on behalf of the community group.

The City of Kelowna does not fly the flags of its sister cities on a permanent basis. Communications will arrange to fly a sister city flag on the occasion of an official sister city delegation visiting Kelowna or other significant event.

## D. COURTESY FLAG POLE

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The City does not have a pole designated for use strictly as a courtesy pole. However, to occasionally accommodate community or civic requests, the provincial flag will be removed, the City of Kelowna flag transferred to the pole on the left when facing City Hall and the courtesy flag placed on the right pole. The City of Kelowna and provincial flag will be returned to their respective poles when the courtesy flag is lowered.

Community requests to use the flag pole must be in writing to Communications 30 days prior to the requested date. Please refer to Council Policy No. 362 - Flag Guidelines for specific requirements.

Permitting a courtesy flag does not constitute an endorsement from the City of Kelowna or its employees. It is forbidden to give the impression that an event, service or product is endorsed or associated with the City in any way if such endorsement has not been given in writing.

For more detailed information on flying courtesy flags, refer to Council Policy No. 362 - Flag Guidelines.

## E. HALF-MASTED FLAGS

Flags are flown at half-mast as a sign of mourning. Flags to be flown at half-mast include all flags on the City Hall rooftop and all flags on City-operated properties (property owned by the City but operated by a third party is excluded from this policy) that are capable of half-masting. Half-masting can occur simultaneously at all identified City-operated municipal facilities or at just one specific civic location depending on circumstances.

Flags can be half-masted from time of notification of death until sunset on the day of the funeral OR from time of notification of death until sunset on the following day and from sunrise to sunset on the day of the funeral OR only from sunrise to sunset on the day of the funeral.

In exceptional circumstances, and on the advice of the City Manager, the Mayor can approve the half-masting of flags not provided for in Appendix A. The Mayor should seek a Council resolution when possible.

For more detailed information on half-masting, please refer to Council Policy No. 362 - Flag Guidelines.

## F. RESPONSIBILITIES

### **1. Communications will:**

- a. administer the policy;
- b. administer civic flag ceremonies and events where appropriate;
- c. act as a resource for all City staff on the subject of flag etiquette;
- d. contact the Mayor's and City Manager's offices in situations where further discussion or decisions must be made regarding displaying or raising flags;
- e. be responsible for notifying the appropriate areas in the City regarding flying or displaying flags; and,
- f. consult with the Government of British Columbia Office of Protocol in situations requiring advice regarding flags and protocol.

### **2. Real Estate & Building Services will:**

- a. be responsible for the maintenance, security and raising or lowering of City Hall and Yard facility flags.

### **3. Park Services will:**

- a. be responsible for the maintenance, security and raising or lowering of all flags located in municipal parks.

### **4. Kelowna Fire Department will:**

- a. be responsible for the maintenance, security and raising or lowering of all flags located at fire department facilities.

### **5. Kelowna International Airport will:**

- a. be responsible for the maintenance, security and raising or lowering of all flags located at the airport.

### **6. Kelowna RCMP Detachment will:**

- a. be responsible for the maintenance, security and raising or lowering of all flags located at the Kelowna RCMP detachment.

## REASON FOR POLICY

To ensure that all flags at City Hall and other City of Kelowna operated municipal properties and buildings are flown and displayed in a consistent and appropriate manner.

LEGISLATIVE AUTHORITY

Council Resolution

PROCEDURE FOR IMPLEMENTATION

Policy will be implemented through Communications.



City of Kelowna  
 1435 Water Street  
 Kelowna, BC V1Y 1J4  
 250 469-8500  
 kelowna.ca

# Council Policy

## Flag Guidelines

APPROVED @

RESOLUTION:  
 REPLACING:  
 DATE OF LAST REVIEW:

### A. PURPOSE

The guidelines are to ensure that all flags at City Hall and other City of Kelowna operated municipal properties and buildings are flown and displayed in a consistent and appropriate manner.

### B. GUIDELINES

The jurisdiction of flags at the City of Kelowna falls under the directive of the Mayor's Office acting through the City Manager and the Director of Communications.

Communications administers flag guidelines and act as a resource to other departments on flag etiquette. Concerns or appeals regarding flag decisions are to be directed to the Director of Communications.

#### 1. DISPLAYING OF FLAGS

- a. All flags are to be flown on separate poles.
- b. All flags are to be flown at the same height, including times of half-masting.
- c. All municipal, provincial or federal flags flown in a group are to be the same size. The City of Kelowna flag is three feet by six feet.
- d. Flags will be flown according to the federal government's precedence of flags. The City of Kelowna flag takes precedence over all community flags.

#### 2. FLAGS FLOWN PERMANENTLY OUTSIDE CITY HALL

There is one flag pole on the far right corner of City Hall property (when facing City Hall). The City of Kelowna permanently displays the Canadian flag on this pole at a higher level than those flags flying on the City Hall roof. The Canadian flag is six feet by 12 feet.

There are two flag poles on the roof of City Hall. The City of Kelowna permanently flies the provincial flag on the pole to the left when facing City Hall. The provincial flag is three feet by six feet.

The pole on the right when facing City Hall permanently flies the City of Kelowna flag. This pole is also recognized as the City's courtesy pole for use in civic or community purposes.

All flags at City Hall and other City of Kelowna operated municipal facilities are flown throughout the day and evening.

When there are requests for the flags of civic sponsored events, flags of visiting dignitaries or non-profit community courtesy flags, the flag pole used to fly the City of Kelowna flag is used to accommodate approved requests. The City of Kelowna flag is moved over to the provincial flag pole and the provincial flag is retired for 24 hours or until the courtesy flag is retired.

## B. GUIDELINES CON'T

### 3. COURTESY FLAG POLE – CITY HALL

Courtesy flags must not exceed three feet by six feet in size. If approved, the flag must be delivered to Communications a minimum of one week in advance of the flag being flown and picked up no later than one week after the flag has been lowered.

Permitting a courtesy flag does not constitute an endorsement from the City of Kelowna or its employees. It is forbidden to give the impression that an event, service or product is endorsed or associated with the City in any way if such endorsement has not been given in writing.

The intent of the courtesy flag pole is to recognize visiting dignitaries, City challenges, and civic events and to allow not-for-profit community groups to promote local events.

Approval is granted by the Director of Communications.

- a) All events shall happen within the community and be organized by local community groups.
- b) Events will not be commercially oriented and must be of general interest to the community at large.
- c) The flag must reflect the event only and not recognize any sponsors outside the official name of the event (i.e. CIBC Run for the Cure).
- d) The City reserves the right to reject any application and/or flag that does not comply with City of Kelowna policies or bylaws; espouse racism, personal discrimination, violence or hatred. Flags shall not promote a point of view or organization of a political, ethical, religious nature or directly encourage, or exhibit, obvious indifference to unlawful behaviour. All events must meet guidelines in Section 14 of The Canadian Code of Advertising Standards (Unacceptable Depictions and Portrayals).
- e) The maximum time a flag can be flown is a 24-hour period unless the event duration is longer, in which case the flag can fly for the duration of the event up to a maximum of seven days. Flags can fly no more than once in a twelve month calendar.
- f) All requests must be in writing and received a minimum of 30 days in advance; requests must include: name and contact information for local organizer, date and location of actual event, dimensions and photo of flag to be flown and description of how the event is of interest to the community at large. Requests should be sent via mail to The City of Kelowna, Communications Department, 1435 Water Street, Kelowna, BC V1Y 1J4, via the online request form on the City's website, or via fax to 250-862-3370.
- g) Completed requests will be considered on a first-come, first-served basis. Incomplete requests will not be considered until completed.
- h) If the request meets guidelines and is approved, Communications will notify the Mayor and City Manager and proceed with implementing the request.
- i) The City will confirm, in writing, either approval or refusal of the request. If approved Communications must receive the flag at City Hall one week prior to the date it is to fly. The flag must be picked up no later than one week after the flag has flown. The City takes no responsibility for lost, damaged or stolen flags.
- j) Flags must be in excellent condition and no larger than three feet by six feet.
- k) The City is responsible for raising and lowering all courtesy flags.
- l) The City will endeavour to fly courtesy flags as scheduled; however, no courtesy flags will be flown during times of half-masting. Civic uses (visiting dignitaries, civic events) and emergencies will also take precedence.
- m) The Communications Department will keep a database of all courtesy flag requests, including approvals and refusals.
- n) Courtesy flags are permitted at City Hall only.
- o) Flag raising ceremonies are reserved for significant civic events.

## B. GUIDELINES CON'T

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### 4. HALF-MASTING FLAGS:

Flags are flown at half-mast as a sign of mourning. The flag is brought to the half-mast position by raising it to the top of the mast and immediately lowering it slowly to half-mast.

Flags may be half-masted, at the direction of the City Manager and/or the Director of Communications, from time of notification of death until sunset on the day of the funeral OR from time of notification of death until sunset on the following day and from sunrise to sunset on the day of the funeral OR only from sunrise to sunset on the day of the funeral. Exceptions to lower or raise the flag during regular business hours are permitted to avoid overtime.

The decision to fly flags at half-mast usually occurs at the lead of the federal or provincial governments, though the City does not always fly flags at half-mast when senior levels of government decide to do so.

When one flag is flown at half-mast, all flags flown together should also be at half-mast. The flags to be flown at half-mast include all flags at City Hall and other City-operated civic facilities as outlined in Appendix A.

The policy does not cover civic facilities operated by third parties.

See Appendix A for appropriate half-masting occasions.

### **Half-Mast Notification**

Upon the occurrence of an event provided for in Appendix A or upon the approval of the Mayor, the Communications Department will send a notice to all relevant staff instructing them to half-mast flags. The notice will stipulate the reason, geographical extent and duration of the half-masting.

## C. RESPONSIBILITIES

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### 1. **Communications will:**

- a. be responsible for administering the policy;
- b. act as a resource to all City staff on the subject of flag etiquette;
- c. contact the Mayor's and City Manager's offices in situations where further discussion or decisions must be made regarding displaying or raising/half-masting of flags; and
- d. be responsible for notifying the appropriate areas in the City regarding raising or lowering flags.

### 2. **Real Estate & Building Services will:**

- a. be responsible for the maintenance, security and raising or lowering of City Hall and Yard facility flags; and
- b. ensure the appropriate flags are flying/half-masted at the approved time at City Hall and Yards.

### 3. **Park Services**

Park Services is responsible for the maintenance, security and raising or lowering of all flags located in municipal parks.

### 4. **Kelowna Fire Department**

Kelowna Fire Department is responsible for the maintenance, security and raising or lowering of all flags located at fire department facilities.

### 5. **Kelowna International Airport**



Kelowna International Airport is responsible for the maintenance, security and raising or lowering of all flags located at the airport.

#### 6. RCMP Detachment

The RCMP station facilities manager is responsible for the maintenance, security and raising or lowering of all flags located at the RCMP detachment.

#### REASON FOR POLICY

To ensure that all flags at City Hall and other City of Kelowna operated municipal properties and buildings are flown and displayed in a consistent and appropriate manner.

#### LEGISLATIVE AUTHORITY

Council Resolution

#### PROCEDURE FOR IMPLEMENTATION

Policy will be implemented through Communications.

## Appendix A

### Half-Masting

The following are mandatory occasions for half-masting of flags at City of Kelowna facilities (municipal flags may be half-masted in cases of lives lost while at work, or other tragic events, as per City policy. When one flag is half-masted, all flags flown together must also be half-masted.):

<b>Occasion</b>	<b>City Hall</b>	<b>Additional Locations</b>
<b>FEDERAL</b>		
<i>Immediate member of the Royal Family; current Governor General or Prime Minister</i>	<i>Half-masting will occur</i>	<i>All identified civic locations with capability to half-mast.</i>
<i>Current Kelowna member of federal government</i>	<i>Half-masting will occur</i>	<i>All identified civic locations with capability to half-mast.</i>
<i>Current Senator residing in Kelowna</i>	<i>Half-masting will occur</i>	<i>All identified civic locations with capability to half-mast.</i>
<i>Canadian Forces member residing in or from Kelowna (in the line of duty)</i>	<i>Half-masting will occur</i>	<i>All identified civic locations with capability to half-mast.</i>
<b>PROVINCIAL</b>		
<i>Current Kelowna member of provincial government</i>	<i>Half-masting will occur</i>	<i>All identified civic locations with capability to half-mast.</i>

<i>Workers' Mourning Day (Apr 28)</i>	<i>Half-masting will occur</i>	<i>All identified civic locations with capability to half-mast.</i>
<i>Remembrance Day (Nov. 11)</i>	<i>Half-masting will occur</i>	<i>All identified civic locations with capability to half-mast.</i>
<b>MUNICIPAL</b>		
<i>Mayor (In office)</i>	<i>Half-masting will occur</i>	<i>All identified civic locations with capability to half-mast.</i>
<i>Member of Council (in office)</i>	<i>Half-masting will occur</i>	<i>All identified civic locations with capability to half-mast.</i>
<i>City of Kelowna Employee) or member of Kelowna RCMP Detachment (in a work related incident)</i>	<i>Half-masting will occur</i>	<i>All identified civic locations with capability to half-mast.</i>

### Municipal Flag Inventory

<b>Location</b>	<b>Number</b>	<b>Flag(s)</b>	<b>Half-Mast</b>
City Hall	Three	Canadian, Provincial and Municipal	yes
City Park	Three	British, Canadian and Provincial	Yes
Rutland Park	Three	Canadian, Provincial and Municipal	Yes
Waterfront Park	Fixed		No
Kelowna International Airport	Three	Canadian, Provincial and Municipal	Yes
Parkinson Recreation Centre	Three (45 degree angled)	Canadian, Provincial and Municipal	No
Apple Bowl	Two (45 degree angled)	Canadian Provincial	No
Elks Stadium	Two	Canadian USA	No
Memorial Arena	One	Canadian	No
Rutland Arena	One	Canadian	No
Enterprise Fire Hall	One	Canadian	Yes
Rutland Fire Hall	One	Canadian	Yes
Water Street Fire Hall	One	Canadian	Yes
Yards	One	Canadian	Yes
RCMP Detachment	One	Canadian	Yes